STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

date

Federal Funding Recipient

Re: Notice of Participation
Five-Year Community Transportation Service Plan

Dear Grantee:

The North Carolina Department of Transportation Public Transportation Division is pleased to issue this Notice of Participation in a 2009 Five-Year Community Transportation Service Plan (CTSP).

Please find enclosed the program 3-ring binder Five-Year Community Transportation Service Plan Packet which includes the following program oriented information:

Tab 1	Notice of Participation Letter
Tab 2	Timeline of Activities for CTSP
	Timeline of Activities for Regional Feasibility Study
	Timeline of Activities for Performance Plan
Tab 3	Roles and Responsibilities for CTSP
Tab 4	Guide to Completing the Five-Year Community Transportation Service Plan Process
Tab 5	CTSP Scope of Work
	Regional Feasibility Study Scope of Work
Tab 6	Consultant Information Sheet
Tab 7	Community Transportation Web Resources
Tab 8	Community Transportation Data Set Resources
Tab 9	Contact Information Form
Appendix A	Sample Resolution
Appendix B	Sample Pre-Scoping Conference Call Agenda
Appendix C	Sample Scoping Meeting Agenda
Appendix D	Performance Plan – Business Practices Questionnaire and Employee Information Questionnaire
Appendix E	Estimated Funding Cost and Program Funding Cap

The purpose of this packet is to serve as a resource guide for you during the development of your Five-Year Community Transportation Plan. Please review the enclosed information and use the 3-ring binder as a recordkeeping tool throughout the Five-Year Community Transportation Planning process.

Please complete the Contact Information Form (Tab 9) and submit to your assigned Mobility Development Specialist within three (3) weeks of receipt of this correspondence. Include a list of potential steering committee members and the role they serve in the community. This information will be critical in the final issuance of a Notice to Proceed.

You will be contacted by your assigned Mobility Development Specialist regarding a pre-scoping meeting conference call to discuss the development of your draft scope of work.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

TELEPHONE: 919-733-4713
FAX: 919-733-1391

WWW.NCDOT.GOV/TRANSIT/NCTRANSIT

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH, NC

Please note that any funds expended prior to executing an agreement and receiving a notice to proceed from NCDOT are not eligible for reimbursement.

We look forward to working with you to create a plan that will improve conditions for mobility in your region. If you have any questions or comments, please contact your assigned Mobility Development Specialist.

Sincerely,

Denese Lavender
Assistant Director, Mobility Development

Cc: MDS

Enclosure